



## COUNTY SHERIFF

# RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF  
EXECUTIVE MANAGEMENT

BUREAU OF  
ADMINISTRATION

PMB 01234

RECORDS MANAGEMENT PROGRAM  
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c/o 500 East Capitol Avenue  
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## MEMORANDUM

TO: County Officials

FROM: Mary Bisson  
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE: December 30, 2004

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers, original and copies, and supporting documents; warrants, original and copies, multiple copies of State publications stored in bulk; obsolete blank forms; photocopies of computer printouts; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

## **Procedure to Dispose of County Records Using this Manual:**

- The County Commission must adopt this manual as its Records Management Policy.
- Each County is required by law to retain a permanent list of all records destroyed pursuant to SDCL 1-27-19.
- According to Administrative Rule (ARSD 24:52:11:01) each County planning to destroy records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity.
- Records Management will review a County's list of records that it plans to destroy to ensure the appropriate retention periods have been met. The list should include the following: Record series number and record title as listed in this manual and the inclusive dates of the records being destroyed.
- For records not listed in this manual, you must petition the State Records Destruction Board, which meets annually, for authority to dispose of records. Contact Records Management for assistance with this process:

### **Contact Information:**

Records Management  
Mary Bisson, Director  
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Pierre, SD 57501  
Phone: (605) 773-3589  
Fax: (605) 773-5955

State Archives  
Chelle Somsen, State Archivist  
Cultural Heritage Center  
900 Governors Drive  
Pierre, SD 57501  
Phone: (605) 773-3615  
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RECORDS OFFICER: County Sheriff  
RM CUSTOMER #: \_\_\_\_\_

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**SHF-1. ACCIDENT REPORTS, MOTOR VEHICLE:**

**85-021**

This series contains a copy of the standard form mailed to the Department of Commerce and Public Safety, Accident Records Program. The form contains the traffic accident investigator's report and includes all data collected at the scene of the accident. The files may be used for determining criminal or civil liabilities. The Accident Records Program maintains the original report 15 years.

**RETENTION:** Retain 3 years in office after investigation completed, then destroy provided no litigation is pending.

**SHF-2. ALCOHOLICS ANONYMOUS MEETING REQUEST:**

**85-021**

This standard form contains a request by inmates to attend Alcoholics Anonymous (AA) meetings. Information on the form includes: date, time, cellblock, trustys, and attendance record. They are used primarily to determine where inmates are when not in the cellblock.

**RETENTION:** Retain 1 month in office, then destroy.

**SHF-3. APPLICATION FOR PURCHASE OF A PISTOL:**

**85-021**

This series contains copies of applications for purchase of pistols within the County. The application is generated pursuant to SDCL 23-7-10, and the original is maintained by the Secretary of State's Office. Information on the form includes: name, address, city, driver's license number, signature, dealer, caliber, manufacturer, serial number, model, salesman, and date of delivery. This copy is maintained by the sheriff's office for convenience of reference.

**RETENTION:** Retain 5 years in office, then destroy.

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**SHF-4. ARREST RECORDS, COUNTY:**

**85-021**

This file contains an entry for every law violation occurring within the county. They are arranged alphabetically by offender name and include: Federal Bureau Investigation (FBI) number, Division of Criminal Investigation (DCI) number, name or offender, charge, disposition, and fingerprints. The arrest records are maintained by this office for convenience of reference. The FBI and DCI also maintain duplicate copies.

**RETENTION:** Retain 10 years in office, then destroy.

**SHF-5. BUDGET FILES:**

**85-021**

This file may contain: budget requests, operating budgets, and related working papers. The information is used for reference throughout the year in monitoring program activities and when preparing future budget requests.

**RETENTION:** Retain 3 years in office, then destroy.

**SHF-6. BULLETINS (BLOTTER):**

**85-021**

This series is maintained to record day-to-day happenings in the sheriff's office. The officers use the Bulletin (Blotter) to apprise themselves of previous shifts' activities. Information on the bulletin includes: date, officer, car, case, time, details, officer assigned, case classification, and disposition.

**RETENTION:** Retain 2 years in office, then destroy.

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**SHF-7. CASE FILES:**

**85-021**

This series documents the circumstances of the initial contact and disposition of the case. It is compiled by the deputy for investigation and prosecution purposes. Information in the file includes but is not limited to: incident or offense, date and time of incident or offense, location of incident or offense, victim or subject, reporting officer, follow up assigned to, status of case, report checked by signature, and approval signature.

**RETENTION:** Retain active felony cases in office. Transfer closed to storage for 20 years. Destroy 20 years after closed.

Retain active misdemeanor cases in office. Transfer closed to storage for 5 years. Destroy 5 years after closed.

**SHF-8. CHAPEL SERVICES REQUEST:**

**85-021**

This series contains requests by inmates to attend chapel services. Information on the standard chapel service request form includes: date, prisoner, and signature of deputy or sheriff. This form is used to determine interest in chapel services by the inmates.

**RETENTION:** Retain 1 month in office, then destroy.

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**SHF-9. COMMISSARY REQUISITIONS, INMATE:**

**85-021**

This standard form is completed by county inmates and submitted here for the purchase of personal items. Information on the form includes: date, inmate name, cell block, article, amount, unit price, total cost, and new balance. They are maintained for audit purposes.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

**SHF-10. CRIMINAL HISTORY FILE:**

**85-021**

This file folder jacket series is used to maintain an individualized criminal history file on persons the department has had contact with. Information in the file may include but is not limited to: arrest report, rap sheets, dispositions, fingerprints, notice of suppression, court orders, warrant services, blood alcohol content refusal forms (BAC), incident reports, juvenile reports, personal identification sheet, photograph, mug shot, and negatives.

**RETENTION:** Retain felonies 5 years in office after closure, then transfer to storage until offender is seventy-five years of age. Destroy after offender has reached seventy-five years of age provided no violation has occurred within the last 10 years.

Retain misdemeanor records in office 5 years after last activity, then transfer to storage 5 years. Destroy 10 years after last activity provided no violation has occurred within this 10 years.

(NOTE: Consider maintaining on microfilm instead of paper if volume warrants.)

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**SHF-11. FINGERPRINT CARDS:**

**85-021**

This card series is kept for recording fingerprints of arrested persons and special police. Depending on the severity of the crime, duplicate prints are sometimes maintained by the Department of Criminal Investigation and the Federal Bureau of Investigation. Information on the card includes: classification, physical description, charges, signature of suspect, signature of booking officer, contributor code number, and date and place of birth.

**RETENTION:** Retain misdemeanor fingerprints 10 years in office after last activity, then destroy.

Retain felon fingerprints 10 years in office after last activity, then transfer to storage and retain until offender reaches 75 years of age then destroy.

**SHF-12. FIRST REPORTS OF INJURY:**

**85-021**

This legal size form series fulfills Workmen's Compensation and Occupational Safety and Health Administration (OSHA) requirements for filing reports of occupational injuries and illnesses. Information in the report includes: background information on employer and employee, occupational injury or illness information, and medical care required. The information is duplicated in the South Dakota Department of Labor, Division of Labor and Management and the South Dakota Department of Health. Federal law mandates that this record be kept for five years.

**RETENTION:** Retain 5 years in office, then destroy.

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**SHF-13. HEALTH REPORTS, INMATES:**

**85-021**

This series is arranged alphabetically by inmate name and is used to document health care received by the inmates. Information on the standard form includes: nature of illness, inmate name, date, inmate age, pulse, respiration, lice check, comments, and signature of health official.

**RETENTION:** Retain 1 year in office after inmate is released, then destroy.

**SHF-14. INCIDENT/DISCIPLINARY FILES:**

**85-021**

This series is arranged alphabetically by inmate name and contains a report of each incident or altercation and its corresponding action taken. Information on the standard form includes: name of inmate, date, time, place of incident, description of incident, signature of reporting deputies, investigator's findings and comments, action taken, supervisor's signature, and title. The files may also be used to document disciplinary action taken against inmates.

**RETENTION:** Retain 1 year in office after inmate is released, then destroy.

**SHF-15. INCIDENT REPORTS LOG:**

**85-021**

This series is used to log and document any complaints received or incidents occurring within the jail. Information in the file may include but is not limited to: complainant name, nature of incident, parties involved, and action taken (if any). The file is used to spot problem trends in the jail and as documentation to action taken in view of complaints.

**RETENTION:** Retain 2 years in office, then destroy.

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**SHF-16. INVENTORY, CAPITAL ASSETS:**

**85-021**

This series may include: a copy of the annual inventory printouts, file maintenance forms which will reflect changes in the inventory, an inventory procedures manual, and surplus property received and transferred forms. The file is maintained for property management and accountability purposes.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

**SHF-17. JAIL REGISTER:**

**85-021**

This series contains the official record of all inmates and dates committed/discharged. They are used for statistical and management reporting purposes and include: agency, month, number, prisoner name, offense, department, discharge, days served, disposition, and amount billed. The County Auditor's Office also maintains a copy of the "Jail Register" for billing purposes.

**RETENTION:** Retain 10 years in office, then destroy.

**SHF-18. LOGS, JAIL, RADIO, AND TELEPHONE:**

**85-021**

This series constitutes a record of activities of the corrections officer on a particular shift. The logs are used for occasional reference and documentation purposes. Information includes: shift, dispatcher, message, time, deputy on duty, deputy on call, telephone number of outgoing calls, date, local/long distance, and any other occurrences the deputy deems worthy of recording.

**RETENTION:** Retain 2 years in office, then destroy.

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**SHF-19. LOGS, MAIL (INCOMING):**

**85-021**

This standard form series is used to log all incoming mail before routing to the inmate. Information includes: date, sender's name and address, inmate's name, and whether the inmate received the mail. They are kept to document receipt of mail by the jail for inmates and whether they accepted it or not.

**RETENTION:** Retain 1 year in office after last entry, then destroy.

**SHF-20. LOGS, MAIL (OUTGOING):**

**85-021**

This series is maintained to document all mail sent by inmates outside the jail. Information on the standard form includes: date, mailed to, name and address, from, and reason. The logs are maintained to document mail leaving the jail.

**RETENTION:** Retain 1 year in office after last entry, then destroy.

**SHF-21. MEAL COUNT FORMS:**

**85-021**

This standard form series is used to record daily the number of meals served by the sheriff's office. Information includes: date, cell, morning, noon, evening, extra meals, totals, and remarks. The sheets are used for menu planning and audit purposes.

**RETENTION:** Retain 6 months in office, then transfer to storage for 3-1/2 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

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**SHF-22. MEDICATION RECORD CARDS:**

**85-021**

This 4" x 5" card series is maintained to document medication received by inmates while incarcerated at the jail. Information on the cards includes: name, medication, card number, start date, refill required (yes or no), dosage, completion date, whether life supporting medication, doctor's name, phone number, pharmacy name, phone number, taken by, whether refrigeration required, and medical appointments. They are used to insure that each inmate receives proper medical care and to document medical care received while at the jail.

**RETENTION:** Retain 1 year in office after inmate is released, then destroy.

**SHF-23. MONEY PACKS (ENVELOPES):**

**85-021**

This series contains the envelope used to record inmate account fund balances. Information on the envelope includes: amount received, date, deposit, withdrawals, balance, and name of transactor. Contents of the packet are turned over to the inmate upon release.

**RETENTION:** Retain 1 year in office after inmate is released, then destroy.

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**SHF-24. MONEY PACKS RELEASE FORMS:**

**85-021**

This series documents the payment from "money packs" for the purchase of personal property by inmates. Information on the standard form includes: release of, to, date, receipt verification, date, and signatures. The files document why money was removed from the inmates "Money Packs" by jail authorities.

**RETENTION:** Retain 1 year in office after inmate is released, then destroy.

**SHF-25. PERSONNEL FILES:**

**91-025**

This series contains a folder for each employee in the sheriff's office. Information in the file may include but is not limited to: application for employment, personal data sheet, personnel action notices, position description questionnaires, authorizations for payroll deductions, letters of reprimand and commendation, resume', service record, notice of resignation, W-4 forms, and supervisor's report of employee separation. The files serve as a history of the employee's service.

**RETENTION:** Retain active in office. Transfer terminated to storage for 3 years. Destroy 3 years after termination provided sufficient data on hours worked and compensation received has been maintained by the Department of Labor, Division of Retirement and Insurance, and provided 1 year has passed since an independent post-audit report has been received.

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**SHF-26. PHOTOGRAPHIC FILES (MUG SHOTS):**

**85-021**

This file contains photos often referred to as "mug shots." They are taken at the initial booking of the suspect, and are used for identification purposes.

**RETENTION:** Retain misdemeanor photographs 10 years in office after last activity, then destroy.

Retain felon photographs 10 years in office after last activity, then transfer to storage and retain until offender reaches 75 years of age then destroy.

**SHF-27. PRISONER JAIL RECORD CARDS:**

**85-021**

This file contains a card for every inmate incarcerated in the jail regardless of whether the crime was committed in that county or not. Cards are arranged alphabetically by inmate name and include: date, time, name and address, date of birth, place of birth, race, social security number, driver's license number, occupation, physical description, court information, offenses, bond, sentence, Federal Bureau of Investigation number, Division of Criminal Investigation number, additional remarks, prisoner property list, and prisoner release information. Each card constitutes a summary of an inmate's incarceration in the jail.

**RETENTION:** Retain 10 years in office after inmate is released, then destroy.

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**SHF-28. PURCHASE ORDERS:**

**85-021**

This form series, arranged numerically by purchase order number, documents the approval of items for purchase by the sheriff's office. Information in the file includes: purchase order number, shipping address, date, coding, quantity, number ordered, number received, stock number, description, price, total amount, and date of "Purchase Order Request."

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

**SHF-29. RECEIVING/SCREENING FORMS:**

**85-021**

This standard form is filled out whenever an inmate is admitted to jail to detect any potential medical problems which could be prevented. Information on the form includes: date, name, sex, date of birth, time, inmate number, booking officer, officer's visual opinion, officer/inmate questionnaire, remarks, and observations of subject. The forms document the visual analysis of the admitting officer.

**RETENTION:** Retain 1 year in office after inmate is released, then destroy.

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**SHF-30. RECREATION CENTER REQUESTS:**

**85-021**

This series contains requests signed by individual inmates asking permission to use the jail recreational facilities. The forms are arranged chronologically by request date and include: cell block, date, time in, time out, signature of requesting inmates, and approving officer's signature. They may be used for occasional reference and documentation purposes.

**RETENTION:** Retain 1 year in office after inmate is released, then destroy.

**SHF-31. REQUISITIONS:**

**85-021**

This series initiates the "Purchase Orders" if the request is deemed appropriate. Information on the form includes: request date, department or class, coding, approved by, address, quantity, itemized description, unit price, total, employee's signature, and date.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

STATE OF SOUTH DAKOTA  
 RECORDS RETENTION &  
 DESTRUCTION SCHEDULE  
 AUTHORIZATION FORM  
 (Std Form RM-1 Rev 1/03)

DEPARTMENT: State of South Dakota  
 DIVISION: Political Subdivision  
 OFFICE: County Offices  
 PROGRAM: Sheriff's Office  
 RECORDS OFFICER: County Sheriff  
 RM CUSTOMER #: \_\_\_\_\_

		<b>R.D.B.</b>
<b>RECORD</b>		<b>AUTHORITY</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION--RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>NUMBER</u></b>

**SHF-32. SHAKEDOWN RECORDS:**

**85-021**

This series documents the random shakedown of various cells within the jail. They are used to itemize confiscated materials and record general condition of cell blocks. Information on the standard form includes: location, date, time, name, bed or cell number, articles found and condition of cell, dayroom and shower, signature of officer in charge, and signatures of officers conducting the shakedown.

**RETENTION:** Retain 1 year in office after inmate is released, then destroy.

**SHF-33. SHERIFF'S RETURN AND BILLING FILE:**

**85-021**

This file is used to record the serving of summonses and complaints by the sheriff's office. Information contained in this file includes: date, who served on, receipt date, date of service, when returned, kind of process, sheriff's fee, check, and date paid. This file is arranged numerically by receipt number.

**RETENTION:** Retain 1 year in office after service, then transfer to storage for 3 years. Destroy 4 years after service provided 1 year has passed since an independent post-audit report has been received.

STATE OF SOUTH DAKOTA  
RECORDS RETENTION &  
DESTRUCTION SCHEDULE  
AUTHORIZATION FORM  
(Std Form RM-1 Rev 1/03)

DEPARTMENT: State of South Dakota  
DIVISION: Political Subdivision  
OFFICE: County Offices  
PROGRAM: Sheriff's Office  
RECORDS OFFICER: County Sheriff  
RM CUSTOMER #: \_\_\_\_\_

<u>RECORD</u> <u>SERIES NO.</u>	<u>TITLE---DESCRIPTION--RETENTION AND DESTRUCTION SCHEDULE</u>	<u>R.D.B.</u> <u>AUTHORITY</u> <u>NUMBER</u>
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**SHF-34. TIME AND ATTENDANCE RECORDS, DAILY:**

**85-021**

This series contains detailed daily work records by sheriff's office employees. Information may include: date, hours of arrival and departure, department, employee name, signature of employee, and signature of supervisor. They are used to generate payroll.

**RETENTION:** Retain 1 year in office, then transfer to storage for 3 years. Destroy after 4 years provided 1 year has passed since an independent post-audit report has been received.

**SHF-35. TRUSTY FORMS:**

**85-021**

This series contains signed agreements between inmate trustys and authorized jail personnel listing all regulations to be adhered to while on the trusty program. Information on the form includes: trusty signature, deputy's signature, date, and listing of rules and regulations of the trusty program. They are maintained as trusty's acknowledgement of the agreement.

**RETENTION:** Retain 1 year in office after inmate terminates program, then destroy.

**SHF-36. UNIFORM CRIME REPORTS (UCR):**

**85-021**

This series contains a copy of the voluntary report sent to the Federal Bureau of Investigation (FBI). The reports break down crimes statistically by offense, criminals, and crimes solved within the county. Information will be later summarized in the Federal Government Crime Index report.

**RETENTION:** Retain 1 year in office, then destroy.

STATE OF SOUTH DAKOTA  
 RECORDS RETENTION &  
 DESTRUCTION SCHEDULE  
 AUTHORIZATION FORM  
 (Std Form RM-1 Rev 1/03)

DEPARTMENT: State of South Dakota  
 DIVISION: Political Subdivision  
 OFFICE: County Offices  
 PROGRAM: Sheriff's Office  
 RECORDS OFFICER: County Sheriff  
 RM CUSTOMER #: \_\_\_\_\_

		<b>R.D.B.</b>
<b>RECORD</b>		<b>AUTHORITY</b>
<b><u>SERIES NO.</u></b>	<b><u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u></b>	<b><u>NUMBER</u></b>

**SHF-37. VISITOR LOG:**

**85-021**

This series contains a log of all individuals who visit inmates at the jail. They are arranged chronologically by visit date and include: visitor name, address, date of birth, and inmate visited. The log is maintained for occasional reference and documentation purposes.

**RETENTION:** Retain 1 year in office after last entry, then destroy.

**SHF-38. WARRANTS, UNSERVED:**

**85-021**

This series contains warrants that have been issued and still remain unserved. Information on the warrant includes: who sought, arraignment date, command to arrest, seal of the court, signature of Magistrate, signature of Clerk of Courts, deputy signature, date of serving, and return of officer signature. They are used to demand court appearances.

**RETENTION:** Retain unserved warrants 2 years in office, then review and submit to the States Attorney for dismissal. Destroy after States Attorney's dismissal.

Retain undismissed warrants until next review.

**SHF-39. WORK RELEASE FORMS:**

**85-021**

This standard form series documents times and locations of inmates currently on the work release program. Information is arranged chronologically by month and includes: month, date, time out, location or activity, date in, and time in. The files are used for occasional reference and documentation purposes.

**RETENTION:** Retain 1 year in office after inmate terminates program, then destroy.